

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Executive Assistant – Legal

Revision Date: 06/19

EEO Category: Admin Support

Status: Non-Exempt

Control No: 30310

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the City Attorney, performs general office duties, maintains confidential records and files, prepares agendas and other documents, receives and handles phone calls and performs other clerical duties.

III. Essential Duties:

- Performs general office duties for all staff in the Legal Department:
 - Answers and responds to telephone calls that roll out from any of the staff supported.
 - Responds to a variety of correspondence and types memoranda and other documents.
 - Performs general office duties including copying and filing.
 - Handles various, specially assigned administrative activities including facilitating projects, programs, research, report preparation, and presentations.
 - Schedules meetings and appointments.
 - Arranges for travel and sets up travel requests and reconciliations in the City's accounting system.
- Responsible for administration of payroll for the department.
- Serves as the department buyer
 - Responsible for processing all requisitions, credit card reconciliations, check requests for approval by the appropriate department manager.
 - Proficient in using the City's purchasing system.
 - Acts in compliance with the City's purchasing ordinance.
- Responsible for monitoring and resupplying office supplies for the department.
- Responsible for planning department events.

IV. Marginal Duties:

- Occasionally assists, when available, as a passport agent in the City Recorder's Office.
- Assist the Risk Management Division as needed.
- Occasional need to drive.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires one year of secretarial or business training.

Experience: Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional experience for education.

Certifications/Licenses: Valid Utah Driver's License is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; data entry and word processing; effective filing procedures.

Responsibility for: Important City records dealing with confidential matters; the exercise of discretion and judgment; great responsibility for the care, condition and use of materials; putting hostile and upset people at

ease and directing them to the proper person who can assist them; positively representing the City Attorney and the City.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments, requiring tact and judgment to avoid friction; regular and frequent outside contact with the public and persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; ability to deal well with upset and irate people.

Tool, Machine, Equipment Operation: Type 50 wpm; requires regular use of a computer, printer, fax, adding machine, copier, scanner and telephone system. Good working knowledge of Microsoft Office (Word, Excel, and Power Point). Able to use automated accounting, payroll, and purchasing systems.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research, data collection and report preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday; daily contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES DEPT APPROVED BY: _____ DATE: _____